



## Protection Officer Fact Sheet (Psychometric Testing Requirements)

### Purpose

This document sets out the necessary steps for contractors who are authorised to progress accreditation in performance of Protection Officer and other Safeworking duties.

The scope of this requirement applies to the job roles shown below:

- Protection Officer Levels 1, 2 (TOA), 2 (TWA)
- Category 3 Driver
- Handsignaller
- Clipping Points

### QR Contracted Company Worker Registration and Competency

**Step 1:** Liaise with the nominated QR contract manager to determine the required scope.

**Step 2:** Refer to the Queensland Rail competency matrices to determine relevant job role/s and associated competencies:

<https://www.queenslandrail.com.au/forbusiness/contractors/railworkers>

**Step 3:** Contact Davidson HR Consulting to organise and complete psychometric assessment. Contact details are below:

Phone: (07) 3023 1073

Email: [assessment@davidsonwp.com](mailto:assessment@davidsonwp.com)

**Step 4:** Refer to the Rail Industry Worker (RIW) website where instructions can be found to register and upload all relevant competency certificates for the RIW program in the RIW system <https://www.riw.net.au/>

**Step 5:** Contact nominated QR contract manager and request to be registered on the Protection Officer portal. This portal will provide you with access to all relevant Safeworking notifications, route maps and other relevant information.

## **Psychometric Assessments for Safety Critical Roles and Qualifications**

### **Why have Psychometric Testing?**

Psychometric testing has been used for over 20 years as a selection method for key safety critical roles. This was in response to an earlier inquiry that determined Rail Operators should take more responsibility for the ability of their workers to perform in these safety critical roles.

Psychometrics assessments are designed to measure safety behaviours, abilities and mindsets. These safety characteristics are shown below:

- Safety behaviours include being compliant, composed, risk-conscious and reliable
- Safety abilities include the ability to understand safety instructions, being situationally aware, and the ability to concentrate for longer periods of time
- Safety mindset includes having a 'safety always' attitude towards safety

Evidence suggests that those who meet the benchmark for these assessments are less likely to be involved in a safety incident. As such, meeting the benchmark means that both the organisation and employee/contractor are more likely to remain safe.

The testing doesn't measure experience or knowledge. For the recruitment of internal safety critical roles in Queensland Rail, the assessments are used in combination with other information such as interview outcomes, fitness for work, candidate experience and/or other relevant information to inform the selection decision.

The two assessments used for the Protection Officer role are known as Safety Tool (an online or classroom cognitive assessment) and Situational Awareness (a classroom psychomotor assessment).

#### Cognitive assessment – Safety Tool

This will provide an indicator of your ability to understand safety instructions, processes and procedures. It will assess your tendency to take responsibility for the safety of yourself and others, control over safety and the likelihood of an accident occurring. The first section of the assessment is timed with a maximum time allocation of 10 minutes. The rest of the assessment is untimed and typically takes 20 minutes to complete online.

#### Psychomotor assessment – Situational Awareness

This is used to measure your ability to accurately and quickly assess an environment and make a decision about the environment. This assessment will take approximately 10 minutes to complete and is conducted in person with a trained administrator.

### **What qualifications need to be tested?**

Contractors performing the roles below must as a pre-requisite meet the respective psychometric testing benchmarks as defined by Queensland Rail:

- Protection Officer Levels 1, 2 (TOA), 2 (TWA)
- Category 3 Driver
- Handsignalling
- Clipping Points

### **What to expect?**

The candidate is required to operate a mouse, keyboard, console and joy stick. This machinery will be used to address specific tasks and questions to assess psychomotor and cognitive ability. Skills required include:

- reading questions on a computer
- answering questions within a time limit
- hand-eye coordination
- operating under pressure
- maintaining attention and concentration

### **Preparation and Practice**

There are many websites you can visit that will assist you in practicing for a cognitive assessment. Below are three links that you can try for free:

- <http://www.practiceaptitudetests.com/psychometric-tests/>
- <http://career-advice.careerone.com.au/job-interview-tips/psychometric-testing/free-psychometric-test-samples/article.aspx>
- <http://www.psychometricinstitute.com.au/Free-Aptitude-Tests.asp>

The psychomotor assessments cannot be practiced in advance. The tests have been built especially for Queensland Rail and a special console is used. On the day of your test you will have an opportunity to practice each test just prior to being assessed.

The most important part of the preparation is ensuring that you are well rested and have had enough to eat/drink beforehand as maintaining concentration and attention is vital. Before sitting the assessment, it may be useful for candidates to determine if anything could impact their ability to perform the assessment to the best of their ability to help ensure they are suitably prepared.

## **Frequently Asked Questions**

### How long will it take?

Protection Officer cognitive assessment takes approximately 30 minutes in total to complete. Psychomotor testing (situational awareness) will take approximately 10 minutes to complete.

### What will the results look like?

A test summary document showing name, test type (i.e. Protection Officer) and result, will be sent to the contractor who has requested the testing. This document is to be uploaded to the RIW system as evidence of meeting applicable job role competency requirements.

### How long are the results valid for?

Results are valid for six (6) months should the required benchmark not be met.

If the candidate meets the required safety critical benchmark, results will be valid for 24 months. If the candidate meets ongoing nominated module reaccreditation requirements, then there is no further need to recertify in psychometric testing. For example, the candidate successfully completes nominated mentoring, monitoring and re-assessment of competence.

If the candidate has not commenced or performed in the role for 24 months, then a retest will be required prior to commencing (or recommencing) in the role.

### Where will my results be stored?

The current psychometric testing provider (Davidson) store candidates' results on a secure platform. Evidence of competency (candidate results) will also be kept in the RIW system.

### What can I do to improve my results if I've not met the required benchmark?

There are a range of options available to improve candidate psychometric testing results. Falling short of the benchmark is not uncommon and there are many cases where candidates have improved their results to meet the benchmark.

Practicing is key. There are a range of online tests to help improve knowledge and skill. Keeping to time is important and if stuck then move on.

Practice aptitude tests that are found to be the hardest and avoid complacency. It may be useful to focus on the weakest identified area.

It's important to practice aptitude tests under time conditions to help simulate and get used to the conditions being assessed under.

### How do I arrange the testing?

Contact Davidson HR Consulting directly on the email: [assessment@davidsonwp.com](mailto:assessment@davidsonwp.com). Please provide the preferred date of testing, candidate name, email address and phone number.

Davidson will facilitate the testing at their office in Brisbane (CBD) and provide a completion document to whomever requests the testing. If travel is required, please inform Davidson and arrangements can be made. Additional charges may apply for travel to your site.

You can also contact the recruitment team at Queensland Rail to enquire about upcoming internal testing sessions that you may be able to partake in.

### How much will it cost?

Stage 1: Safety assessment: Davidson conducts the cognitive assessment free of charge. If the required benchmark is met, candidates proceed to stage 2 – Psychomotor Testing.

Stage 2: Psychomotor testing: Davidson offers the rates shown on following page for Protection Officer assessment.



Service Offering	Davidson Assessment At Davidson Group facilities
Assessment and Reporting costs (per person) Includes Cognitive and Psychomotor Assessments and reports.	\$245
Assessment Preparation Includes testing of all equipment prior to the testing sessions to ensure, IT, internet and testing rooms are properly configured to ensure a seamless assessment experience.	Free of charge  (Preparation is included in Assessment Supervision fee)
Equipment Fees Includes hire fees for laptop, controller and other testing equipment plus freight.	Free of charge
Assessment Supervision	<p>1 hour (4 candidates max) = \$195</p> <p>2 hours (8 candidates max) = \$395</p> <p>½ day = \$595</p> <p>Total = 16 people max</p> <p>1 day = \$995</p> <p>Total = 28 people max</p> <p>Please contact Davidson if travel is required</p>